

3.5 Use of Meeting Rooms

The District supports the free and open exchange of ideas on a wide range of subjects of interest to the community. To that end, the District provides meeting space, free of charge, **on an equitable basis**, for non-profit community groups regardless of their beliefs or affiliations.

Meeting rooms in Libraries

The Community Room at the Old Town Library and the Community Room at the Council Tree Library are designated primarily for use by the Poudre River Public Library District. The Community Room at the Harmony Library offers priority scheduling to Poudre River Public Library District and Front Range Community College. All three rooms offer next priority to other governmental entities such as the City of Fort Collins, Larimer County and Poudre School District.

Meeting room use

Groups must comply with the Library's Behavior Rules of use and all local, state or federal laws.

Public use of the meeting rooms is governed by procedures establishing the time, place and manner of use. Users of the meeting rooms must comply with procedures.

The District reserves the right to revoke meeting room use privileges at any time. The District reserves the right to cancel programs as needed due to weather, health, or safety concerns.

Groups using meeting rooms assume all risks associated with use of meeting rooms and library facilities.

Groups are fully responsible for operating and managing their own events within the District's meeting rooms.

All meetings and programs held in District meeting rooms must be free and open to the general public.

Permission to use meeting rooms does not constitute an endorsement of a group's views or opinions by the District, its Board of Trustees, or its staff.

Promotions for groups using meeting rooms

Groups that reserve Library meeting rooms and choose to promote their meeting or event via flyers, signs, social media, press releases or other means are prohibited from implying that the District endorses or is acting as a partner or sponsor of the group's event or meeting. The District requests that groups promoting meetings in library spaces include the following language on all promotional materials such as posters, fliers and online postings:

"This event is not sponsored or endorsed by Poudre Libraries."

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Commented [MC1]: suggestion to add per Kim Seter and Sharon Morris, June 2023

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Revised January 2024
Revised May 16, 2024

